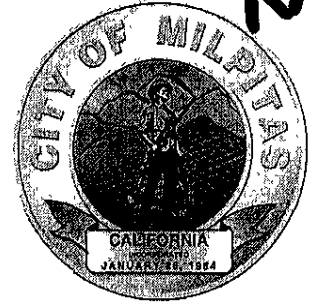


RA7



MEMORANDUM

City Hall Project

Date: August 19, 2003
To: Honorable Mayor and City Council
Through: Tom Wilson, City Manager
From: Greg Armendariz, City Hall Project Manager
Subject: Attachment to Council Agenda Item RA7: Progress Report on Civic Center

City Hall Project

Release of retention - The modular furniture contractor, Corner Office, and the freestanding furniture contractor, One Work Place have each completed 100% of their base contract work and requested the City to release the remaining 50% contract retention for work completed through February, 2003. Additional extra work was added to both contracts, which postponed the initial acceptance of these contracts. Staff recommends approval of release of contract retention for both contractors. The remaining contract retention is to be released 35 days after satisfactory completion of remaining contract work and initial acceptance by Council, in accordance with the Public Contract Code. The general project contingency remains at \$100,123.

Third Floor Improvements

The third floor improvements have all been completed, except for the reprogramming the elevator. Changes to allow access to the third floor without a key-card have proven incompatible with the building's security system. Staff is working with the companies to make modifications to the elevator control and security system to allow the program change.

The City Council approved \$45,000 for third floor improvements, including a \$4,500 contingency. Total expenditures were \$30,809. The remaining \$14,191 contingency was transferred to the fourth floor budget summary to close out the third floor accounting.

Fourth Floor Improvements

Change orders - Two contract change orders and two purchase orders are recommended for approval at this time. The largest change order is to ACCO for furnishing all materials and labor for wall framing, doors, drywall, electrical power and lighting, carpet, painting, t-bar ceiling and HVAC system improvements for the fourth floor, in the amount of \$307,000. The other change order is to Corner Office for the fourth floor workstations in the amount of \$62,300.

Purchase orders - One purchase order in the amount of \$ 45,000 is to BBI for furnishing and installing the necessary audiovisual equipment for the 4th floor conference room. The second purchase order in the amount of \$12,000 is to NDC for furnishing and installation of security and data systems. The amounts are within the approved budget for the fourth floor improvements. The uncommitted balance in the fourth floor budget is \$80,311, after approval of these change orders and purchase orders.

Budget

Attached are budget summary sheets prepared by the Finance department, for the Civic Center, Third and Fourth floor Improvements.

4th Floor Project Budget Summary

Proposed Change Orders for Council approval - August 19, 2003

						PROJECT BUDGET
Change Order #	Description					amount
					Budget amount as of August 5, 2003	\$ 463,920
	Uncommitted Budget previously reserved					\$ 28,500
	Uncommitted Budget transferred from 3rd floor					\$ 14,191
						\$ 506,611
Proposed Change Orders						
1	ACCO					
	4th floor improvements, including HVAC, walls, electrical, glazing, flooring, cabinets, ceilings, plumbing					\$ 307,000
2	Corner Office					
	4th floor furniture partitions					\$ 62,300
Proposed Purchase Orders						
1	BBI Engenerring					
	Provide & install audio visual equipment in conference room					\$ 45,000
2	NDC					
	4th floor security & data					\$ 12,000
Cost Sub-totals		\$ -		\$ -		\$ 426,300

Grand total for all change orders = \$ 426,300

Totals Project Funds Remaining = \$ 80,311

Civic Center Project
Budget Summary
As of August 12, 2003

Total Civic Center Project Budget		38,506,918
Expended and Committed to Date:		
Expenditures paid to date (through 08/12/03)	37,966,022 ⁽¹⁾	
Contracts and encumbrances approved by Council	<u>440,773</u>	
Total Expended and Committed to Date		<u>38,406,795</u> ⁽²⁾
Uncommitted Budget		100,123
Holds and Unboughts		<u>0</u> ⁽³⁾
Remaining Project Contingencies		<u>100,123</u> ⁽⁴⁾

(1) Represents 98.60% of total Civic Center Project budget

(2) Represents 99.74% of total Civic Center Project budget

(3) Represents 0.00% of total Civic Center Project budget

(4) Represents 0.26% of total Civic Center Project budget

Civic Center
3rd Floor Remodel
Budget Summary
As of August 12, 2003

Total Civic Center 3rd Floor Remodel Budget		45,000
Expended and Committed to Date:		
Expenditures paid to date (through 08/12/03)	30,809 (1)	
Contracts and encumbrances approved by Council	<u>-</u>	
Total Expended and Committed to Date		<u>30,809</u> (2)
Uncommitted Budget		14,191
Uncommitted Budget Transferred to 4th Floor Budget		<u>(14,191)</u> (3)
Uncommitted Budget Less Contingencies		<u><u>0</u></u> (4)

(1) Represents 68.46% of total Civic Center Project budget

(2) Represents 68.46% of total Civic Center Project budget

(3) Represents 31.54% of total Civic Center Project budget

(4) Represents 0.00% of total Civic Center Project budget

Civic Center
4th Floor #CQ8026
Budget Summary
As of August 12, 2003

Total Civic Center 4th Floor Budget	580,000
Budget Transfer from 3rd Floor	<u>14,191</u>
Adjusted Civic Center 4th Floor Budget	594,191
Expended and Committed to Date:	
Expenditures paid to date (through 08/12/03)	0 (1)
Contracts and encumbrances approved by Council	<u>87,580</u>
Total Expended and Committed to Date	<u>87,580</u> (2)
Uncommitted Budget	506,611
Project Contingencies	<u>(45,000)</u> (3)
Uncommitted Budget Less Contingencies	<u><u>461,611</u></u> (4)

(1) Represents 0.00% of total Civic Center Project budget

(2) Represents 14.74% of total Civic Center Project budget

(3) Represents 7.57% of total Civic Center Project budget

(4) Represents 77.69% of total Civic Center Project budget